

MEETING NOTICE

The City Council of the City of Woodcreek, Texas will conduct a meeting at Woodcreek City Hall, 41 Champions Circle, Woodcreek, Texas. The meeting will be held on Wednesday, April 24, 2024 at 4:00 PM.

All attendees are encouraged to wear face coverings when a minimum of six-foot social distancing cannot be maintained. Smoking is not allowed anywhere on the property of City Hall.

The public may watch this meeting live at the following link:

<https://zoom.us/j/92253352690?pwd=UkdIWmRTQldLYnhwaDE0eVI3eWdJZz09>

Meeting ID: 922 5335 2690; Passcode: 402874

A recording of the meeting will be made and will be available to the public in accordance with the Texas Public Information Act upon written request. This notice, as amended, is posted pursuant to the Texas Open Meetings Act (Vernon's Texas Codes Ann. Gov. Code Chapter 551).

The City of Woodcreek is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Please call the City Secretary's Office at 512-847-9390 for information. Hearing-impaired or speech disabled persons equipped with telecommunications devices for the deaf may call 7-1-1 or may utilize the statewide Relay Texas program at 1-800-735-2988.

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.

It is anticipated that members of other City Boards, Commissions, Panels and/or Committees may attend the meeting in numbers that may constitute a quorum of the other City Boards, Commissions, Panels and/or Committees. Notice is hereby given that this meeting, to the extent required by law, is also noticed as a meeting of the other City Boards, Commissions, Panels and/or Committees of the City, whose members may be in attendance. The members of the City Boards, Commissions, Panels and/or Committees may participate in discussions on the items listed on this agenda, which occur at this meeting, but no action will be taken by those in attendance unless such action item is specifically listed on an agenda during a regular or special meeting for the respective Board, Commission, Panel and/or Committee subject to the Texas Open Meetings Act.

The City Council may retire to Executive Session any time during this meeting, under Texas Government Code, Subchapter D. Action, if any, will be taken in open session.

This agenda has been reviewed and approved by the City's legal counsel and the presence of any subject in any Executive Session portion of the agenda constitutes a written interpretation of Texas Government Code Chapter 551 by legal counsel for the governmental body and constitutes an opinion by the attorney that the items discussed therein may be legally discussed in the closed portion of the meeting considering available opinions of a court of record and opinions of the Texas Attorney General known to the attorney. This provision has been added to this agenda with the intent to meet all elements necessary to satisfy Texas Government Code Chapter 551.144(c) and the meeting is conducted by all participants in reliance on this opinion.

Any citizen shall have a reasonable opportunity to be heard at any and all meetings of the Governing Body in regard to: (1) any and all matters to be considered at any such meeting, or (2) any matter a citizen may wish to bring to the Governing Body's attention. No member of the Governing Body may discuss or comment on any citizen public comment, except to make: (1) a statement of specific, factual information given in response to the inquiry, or (2) a recitation of existing policy in response to the inquiry. Any deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting per Texas Local Government code Sec. 551.042

Citizen comments will be allowed at the beginning of every meeting, or alternatively, before an item on the agenda upon which the citizen wishes to speak is to be considered. All citizens will be allowed to comment for **three (3) minutes** per person and shall be allowed more time at the Mayor or Chair's discretion. In addition, citizens may pool their allotted speaking time. To pool time, a speaker must present the names individuals present in the audience who wish to yield their three(3) minutes. Citizens may present materials regarding any agenda item to the City Secretary at or before a meeting, citizens attending any meeting are requested to complete a form providing their name, address, and agenda item/concern, but are not required to do so before speaking and presenting it to the City Secretary prior to the beginning of such meeting. Comments may only be disallowed and/or limited as per Government Code § 551.007(e).

Submit written comments by email to woodcreek@woodcreektx.gov by **NOON**, the day prior to the meeting. Please include your full name, home or work address, and the agenda item number. Written comments will be part of the official written record only.

AGENDA

CALL TO ORDER

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PUBLIC COMMENTS

CONSENT CALENDAR

- [1.](#) Approval of Board of Adjustments Meeting Minutes From April 10, 2024.
- [2.](#) Approval of Regular City Council Meeting Minutes From April 10, 2024.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

- [3.](#) Report By City Manager.
 - a) Monthly Staff Report
 - b) Computers for Council

REGULAR AGENDA

4. Proclamation in support of Woodcreek Arbor Day April 27, 2024.
5. Discuss and Take Possible Action On The Receipt and Acceptance Of The Audited Basic Financial Statements and Supplemental Schedules and Independent Auditors Report By ABIP, P.C. For The Fiscal Year, Ending September 30, 2023. *(Rule)*
- [6.](#) Presentation by Freeland Turk Engineering Group, L.L.C. On City Infrastructure Projects. *(Rule)*
 - a) Drainage
 - b) Stop Signs
 - c) Traffic Calming
 - d) Guardrail at Creekside Park
 - e) Driveway Transitions
 - f) Development Review Activity
- [7.](#) Discuss and Take Appropriate Action To Nominate and Appoint Two(2) Regular Full-Term Members To The Planning and Zoning Commission, Under Ordinance 24-330, Including But Not Limited To, Amending The Membership of The Planning and Zoning Commission. *(Rasco)*
8. Discuss and Take Action To Refer The Rezoning Of "The Triangle", From A Right of Way to A Park (P-1) To The Planning and Zoning Commission. *(Rasco)*

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR CITY COUNCIL MEETING

ANNOUNCEMENTS

ADJOURN

POSTING CERTIFICATION

I certify that the above notice was posted on the **19th day of April, 2024 at 3:45PM**

By: 

Suzanne J. MacKenzie, City Secretary

**Mayoral, Staff or City Council Member
Agenda Item Submission**

DATE:	4/15/2024
TO:	City of Woodcreek City Council Members
FROM:	Kevin Rule, City Manager
TITLE / SUBJECT of REQUESTED AGENDA ITEM: (Re-Typed From Below)	Approval of Board of Adjustments Meeting Minutes From April 10, 2024.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

*Select The Beginning of Your Agenda Item From The Drop-Down List
n/a

BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM: (3-4 sentences, max):
Draft minutes from the Board of Adjustments Meeting.

STATE YOUR INTENDED MOTION:

"I move..... (Copy Text From First Table Field)
To Approve The Board of Adjustments Minutes From April 10, 2024.

FISCAL IMPACT:

N / A

LIST ATTACHMENTS: (In the Order that you want them under your Agenda Item)

1. Cover
2. 2024-04-10 BOA Minutes DRAFT

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

BOARD OF ADJUSTMENT MEETING (CITY HALL)
April 10, 2024; 6:00 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Mayor Rasco Called the Meeting to Order at 6:04PM.

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Mayor Pro Tem Debra Hines
Council Member Linnea Bailey
Council Member Chryst Grummert
Council Member Bob Hambrick
Council Member Krista Richardson – *Arrived at 6:22PM*

STAFF PRESENT

City Manager, Kevin Rule
City Secretary, Suzanne Mac Kenzie
City Attorney, Charles Zech - A representative of Denton, Navarro, Rocha, Bernal & Zech P.C.

PUBLIC COMMENTS

No Public Comments were offered.

NEW BUSINESS

1. **Public Hearing For The Purpose of Considering A Variance Application Request For A Property Located at Lot 16, Par View Village #10, Modifying Requirements For the City of Woodcreek Ordinances §50.37 Impervious Cover, §156.056 Carports and Garages and §156.059 Parking.**

Public Hearing Opened at 6:06PM.

Public Hearing Closed at 6:06PM.

2. **Discuss and Take Appropriate Action To Approve A Variance Application Request For A Property Located at Lot 16, Par View Village #10, Modifying Requirements For the City of Woodcreek Ordinances §50.37 Impervious Cover, §156.056 Carports and Garages and §156.059 Parking.**

Motion was made by Council Member Grummert to grant a variance for property located at Lot 16, Par View Village #10, modifying requirements for the City of Woodcreek Ordinances §156.056 Carports and Garages and §156.059 Parking, specifically stating that a one car garage is allowed and that only two(2) off-street parking spaces are required for this property. Motion was seconded by Mayor Pro Tem Hines.

Mayor Rasco Called for the vote by Show of Hands.

Voting Yea: Mayor Pro Tem Hines, Council Member Bailey, Council Member Grummert, Council Member Richardson

Voting Nay: Council Member Hambrick

Motion Passed: 4-1-0.

Motion was made by Council Member Bailey to allow an impervious cover variance of 34%. No second was received for the motion.

ADJOURN

Mayor Rasco Adjourned the Meeting at 6:34PM.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

**Mayoral, Staff or City Council Member
Agenda Item Submission**

DATE:	4/15/2024
TO:	City of Woodcreek City Council Members
FROM:	Kevin Rule, City Manager
TITLE / SUBJECT of REQUESTED AGENDA ITEM: (Re-Typed From Below)	Approval of Regular City Council Meeting Minutes From April 10, 2024.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

*Select The Beginning of Your Agenda Item From The Drop-Down List
n/a

BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM: (3-4 sentences, max):
Draft minutes from the previous City Council Meeting.

STATE YOUR INTENDED MOTION:

"I move..... (Copy Text From First Table Field)
To Approve The Regular City Council Meeting Minutes From April 10, 2024.

FISCAL IMPACT:

N / A

LIST ATTACHMENTS: (In the Order that you want them under your Agenda Item)

1. Cover
2. 2024-04-10 RCC Minutes DRAFT

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

1ST CITY COUNCIL MEETING (CITY HALL)
April 10, 2024; 6:30 PM
Woodcreek, Texas

MINUTES

CALL TO ORDER

Mayor Rasco Called the Meeting to Order at 6:04PM.

MOMENT OF SILENCE

PLEDGES

ROLL CALL and ESTABLISH QUORUM

PRESENT

Mayor Jeff Rasco
Mayor Pro Tem Debra Hines
Council Member Linnea Bailey
Council Member Chrys Grummert
Council Member Bob Hambrick
Council Member Krista Richardson

STAFF PRESENT

City Manager, Kevin Rule
City Secretary, Suzanne Mac Kenzie
City Attorney, Charles Zech - A representative of Denton, Navarro, Rocha, Bernal & Zech P.C.

PUBLIC COMMENTS

Mr. Bill Drumwright signed up for Public Comments, but chose to speak at the Agenda Item, Item #7.

CONSENT AGENDA

1. Approval of Regular City Council Meeting Minutes From March 27, 2024.

Motion was made by Council Member Hambrick to approve the regular City Council meeting minutes from March 27, 2024. Motion was seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

REPORTS FROM OFFICERS AND COUNCIL LIAISONS

2. Report From Mayor

1. Meeting with WimberleyArts.org on possible city art installations

REGULAR AGENDA

3. **Public Hearing Regarding Possible Updates to Chapter 156.057 Fences, Including But Not Limited To, The Consideration of Increasing Side and Back Fence Height Limits to Eight(8) Feet.**

Public Hearing Opened at 6:54PM.

Public Hearing Closed at 6:54PM.

4. **Discuss and Take Appropriate Action To Nominate Members To The Infrastructure and Mobility Panel.** *(Bailey)*

Motion was made by Council Member Grummert to nominate Lydia Johns to the I&M Panel as a regular member. Motion was seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

5. **Discuss and Take Appropriate Action To Adopt Resolution 2024-04-10-01, A Resolution of the City Council of the City of Woodcreek, Texas, Amending the City's Master Fee Schedule to Include A Fee To Cover the City's Costs For Processing Petitions For The Release From The City's Extra Territorial Jurisdiction (ETJ).** *(Rule)*

Motion was made by Council Member Grummert to adopt Resolution 2024-04-10-01, amending the City's Master Fee Schedule to include a fee to cover the City's costs for processing petitions for the release from the City's Extra Territorial Jurisdiction, as edited by Council on March 13th of this year. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

6. **Discuss and Take Appropriate Action To Distribute Wildfire Home Preparation and Evacuation Literature To Residents As Part of the Woodcreek Community Wildfire Protection Plan.** *(Richardson)*

Motion was made by Council Member Richardson to distribute wildfire home preparation and evacuation literature to residents as part of the Woodcreek Community Wildfire Protection Plan. Motion was seconded by Council Member Grummert.

First Amended Motion was made by Council Member Grummert to have the Ready Set Go document as a link in City email and the Firewise document on page 38 of the packet sent out as a future mailer. Motion was seconded by Council Member Ricardson.

Seconded Amended Motion was made by Council Member Grummert to include no more than \$700. Motion was seconded by Council Member Richardson.

Mayor Rasco Called for the vote by Show of Hands on the Second Amended Motion.

Motion Passed: 5-0-0.

Mayor Rasco Called for the vote by Show of Hands on the First Amended Motion.

Motion Passed: 5-0-0.

Mayor Rasco Called for the vote by Show of Hands on the Main Motion.

Motion Passed: 5-0-0.

7. Discuss and Take Appropriate Action To Create a Xeriscape Front Yard Competition for Citizens of Woodcreek. (Bailey)

Public Comment was made by Mr. Bill Drumwright.

Motion was made by Council Member Bailey that Council plan, develop and implement a Xeriscape Front Yard Competition for the citizens of Woodcreek. Motion was seconded by Council Member Hambrick.

An amended motion was made by Council Member Grummert to send planning, development and implementation to the Ad Hoc Water Development Task Force and bring back to Council for approval of the competition.

Mayor Rasco Called for the vote by Show of Hands on the Amended Motion.

Motion Passed: 5-0-0.

Mayor Rasco Called for the vote by Show of Hands on the Main Motion.

Motion Passed: 5-0-0.

8. Discuss and Take Possible Action To Approve A Preliminary Replat Application For 76 Brookhollow Drive, Woodcreek Sec. 6-C, Lots 11 & 12. (Rule)

Motion was made by Mayor Pro Tem Hines to approve a preliminary replat application for 76 Brookhollow Drive, Woodcreek Section 6-C, Lots 11 and 12, with the condition that they meet your technical comments. Motion was seconded by Council Member Bailey.

Mayor Rasco Called for the vote by Show of Hands.

Motion Passed: 5-0-0.

BREAK: 7:47P – 7:55P

9. Executive Session for Consultation With Legal Counsel Pursuant to Chapter 551.071 About Pending Or Contemplated Litigation, Settlement Offers Or Any Matter In Which The Duty Of The Attorney To The City Council Under The Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Clearly Conflicts With The Texas Open Meetings Act.

A) Brookmeadow, Section 6, Lot PT 12

EXECUTIVE SESSION OPENED AT 7:55PM

No action was taken during Executive Session.

EXECUTIVE SESSION CLOSED AT 8:40PM

COUNCIL CONSIDERATIONS FOR AGENDA ITEMS AT NEXT REGULAR CITY COUNCIL MEETING

None

ANNOUNCEMENTS

None

ADJOURN

Mayor Rasco Adjourned the Meeting at 8:40PM.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

**Mayoral, Staff or City Council Member
Agenda Item Submission**

DATE:	4/15/2024
TO:	City of Woodcreek City Council Members
FROM:	Kevin Rule, City Manager
TITLE / SUBJECT of REQUESTED AGENDA ITEM: (Re-Typed From Below)	Report By City Manager.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Report by City Manager
Monthly Staff Report - March

BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM: (3-4 sentences, max):
Monthly Staff Activity

STATE YOUR INTENDED MOTION:

"I move..... (Copy Text From First Table Field)
N/A

FISCAL IMPACT:

N / A

LIST ATTACHMENTS: (In the Order that you want them under your Agenda Item)

1. COVER
2. RULE – Staff Tracker

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

City Staff Activity Tracker

For the Month of

	Mar	Feb	Jan	Qtr. 1	YTD
Activity Name	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
GENERAL ACTIVITY SHARED for City Staff and Contractor(s)					
Number of Incoming Phone Calls	0	180	119	299	299
Number of Visitors to City Hall Assisted	203	124	107	434	434
Number of Incoming Emails Processed	3309	2258	710	6277	6277
Number of Meetings Attended	5	8	17	30	30
Number of Training Sessions Attended	6	0	13	19	19
Number of Text Messages Sent to Residents:	5	7	-	12	12
Number of Email Blasts Sent to Residents:	8	1	10	19	19
a. Woodcreek News (<i>Meeting Information</i>)	1	1	10	12	12
b. Other	7	0	0	7	7
Number of Social Media Posts:	11	14	0	25	25
a. FaceBook	5	7	0	12	12
b. NextDoor	6	7	0	13	13
CITY MANAGER ACTIVITY					
Number of Vendor Contracts Negotiated, Incl. Franchise Agreements	0	0	2	2	2
MARCH - BARNEY: 167 Augusta Drive - WB					
36 - 40 MPH	11	22	35	68	68
41 - 45 MPH	2	5	1	8	8
46 - 50 MPH	0	3	1	4	4
51 - 55 MPH	1	0	0	1	1
56 - 60 MPH	1	0	1	2	2
TOTAL Number of Cars Counted	6092	10522	8352	24966	24966
TOTAL Number of Cars OVER the Speed Limit	15	31	38	84	84
PERCENTAGE of Traffic OVER the Speed Limit	0.25%	0.29%	0.45%	0.34%	0.34%
AVERAGE SPEED OF VEHICLES	21.8	20.6	-	42.4	42.4

City Staff Activity Tracker

For the Month of

	Mar	Feb	Jan	Qtr. 1	YTD
Activity Name	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
MARCH - FRED: 57 Brookhollow Drive - SB					
36 - 40 MPH	19	65	5	89	89
41 - 45 MPH	5	8	1	14	14
46 - 50 MPH	1	4	0	5	5
51 - 55 MPH	0	1	0	1	1
56 - 60 MPH	0	0	0	0	0
TOTAL Number of Cars Counted	7417	7742	4886	20045	20045
TOTAL Number of Cars OVER the Speed Limit	25	78	6	109	109
PERCENTAGE of Traffic OVER the Speed Limit	0.34%	1.01%	0.12%	0.54%	0.54%
AVERAGE SPEED OF VEHICLES	22.6	23.7	-	46.3	46.3
CITY SECRETARY ACTIVITY					
Number of Agendas Created	16	12	18	46	46
Number of Agendas Posted	5	5	4	14	14
Number of Public Information Requests Answered	3	1	0	4	4
Number of HOT IT Tickets Generated (Call or Email)	2	0	6	8	8
Number of Municode Tickets Generated (Call or Email)	4	-	-	4	4
Special Events Coordinated:					
	0	1	1	2	2
SUPPORT STAFF ACTIVITY					
Number of "Contact Us" Emails Processed	0	0	32	32	32
Number of Invoices Coded	29	54	45	128	128
Number of Checks Printed	21	26	36	83	83
Number of Deer Reported	0	0	0	0	0
Number of Deer Successfully Pick Up	0	0	0	0	0

City Staff Activity Tracker

For the Month of

	Mar	Feb	Jan	Qtr. 1	YTD
Activity Name	TOTAL	TOTAL	TOTAL	TOTAL	TOTAL
CODE ADMIN ACTIVITY					
Number of Code Violation Letters Sent	0	8	2	10	10
Number of Certificate of Occupancies Issued	0	0	0	0	0
Number of Permits Issued:	0	7	32	39	39
Tree	0	1	27	28	28
Commercial	0	0	0	0	0
New Home Construction	0	0	1	1	1
Remodel / Addition	0	1	1	2	2
Fence	0	1	1	2	2
Deck	0	0	1	1	1
Shed / Greenhouse	0	1	0	1	1
Solar Panel Installation	0	0	0	0	0
Pool	0	0	0	0	0
Rights-of-Way Signs	0	0	1	1	1
Rights-of-Way Construction / Digging	0	2	0	2	2
Fireworks	0	0	0	0	0
Special Event	0	0	0	0	0
Variance Requests	0	1	0	1	1
Other Permits, Not Listed (on Financials)	0	0	0	0	0
HAYS COUNTY SHERIFF ACTIVITY					
Total Hours of Patrols	12	12	8	32	32
NON-Woodcreek Residents Stopped	5	6	2	13	13
Number of Warnings Issued	16	7	5	28	28
Number of Tickets Issued	3	0	0	3	3

**Mayoral, Staff or City Council Member
Agenda Item Submission**

DATE:	4/15/2024
TO:	City of Woodcreek City Council Members
FROM:	Jeff Rasco, Mayor
TITLE / SUBJECT of REQUESTED AGENDA ITEM: (Re-Typed From Below)	Proclamation in support of Woodcreek Arbor Day April 27, 2024

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Discuss and Take Appropriate Action

Proclamation in support of Woodcreek Arbor Day April 27, 2024

BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM: (3-4 sentences, max):

Mayor's proclamation supporting Arbor Day in Woodcreek April 27, 2024

STATE YOUR INTENDED MOTION:

"I move..... (Copy Text From First Table Field)
(read proclamation into the record)

FISCAL IMPACT:

Click HERE To Select A Drop-Down Option

none

LIST ATTACHMENTS: (In the Order that you want them under your Agenda Item)

1. Please attach formatted proclamation submitted by Council member Richardson

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

Proclamation

WHEREAS, Arbor Day is a day recognized throughout the nation and the world to inspire people to plant, nurture and celebrate trees, *and*

WHEREAS, Woodcreek has been blessed with a variety of trees that add character to our streets and adorn our properties, *and*

WHEREAS, Woodcreek residents appreciate that trees beautify our community, increase property values, provide shade, add refuge for our abundant wildlife, clean our air, *and*

WHEREAS, in recognition of our wonderful trees the Woodcreek Tree Board has hosted the third annual Arbor Day Celebration for the City of Woodcreek at the Triangle, located within the City of Woodcreek on April 27, 2024 from the hours of 10:00AM – 2:00PM, *and*

WHEREAS, the Tree Board plans to host an annual Arbor Day event to provide community tree education, appreciation, and recognition.

NOW, THEREFORE I, Jeff Rasco, by virtue of the authority vested in me as Mayor of the City of Woodcreek ask our residents to continue to participate in our annual Arbor Day event and urge them to continue to plant and protect trees within our community.

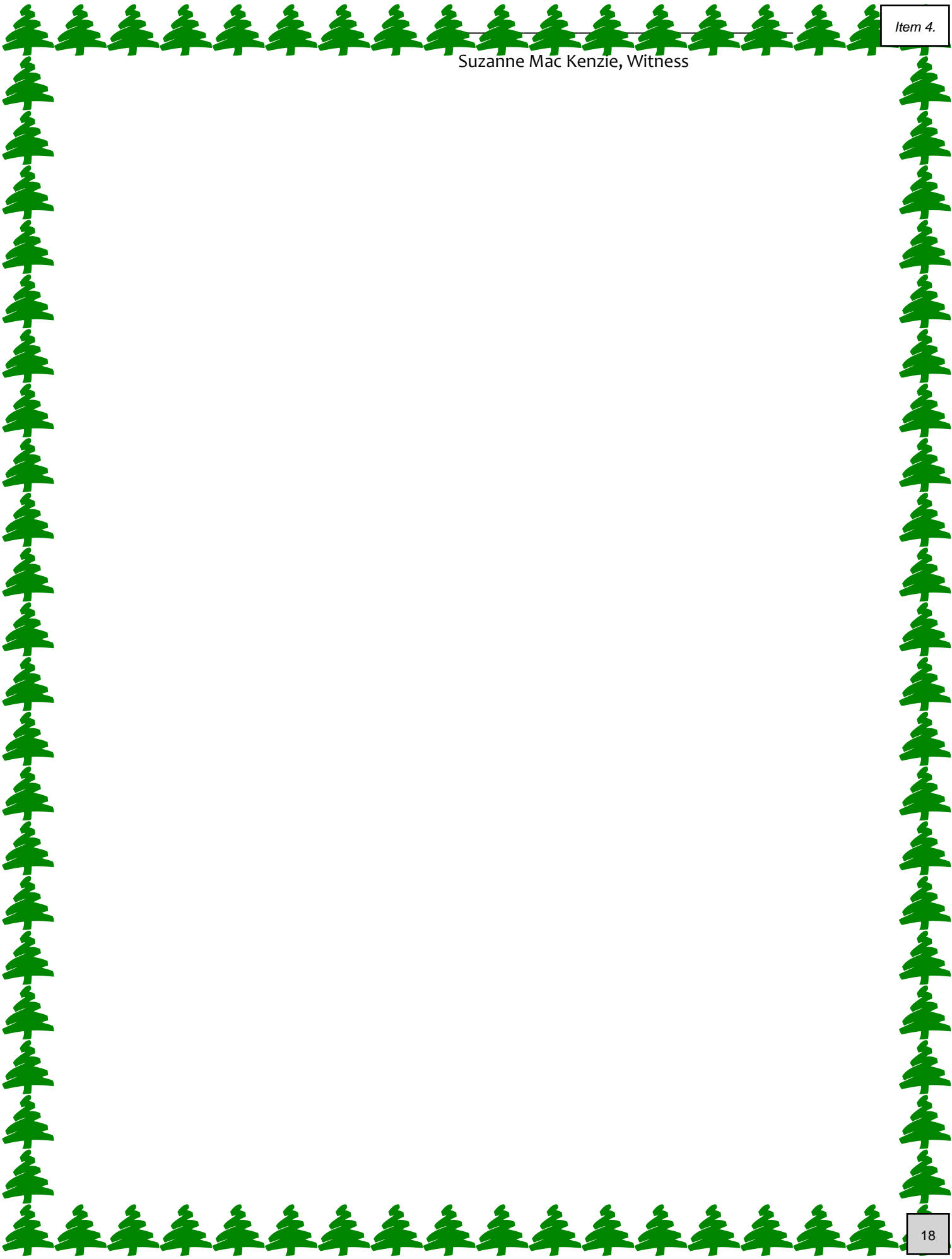
IN WITNESS WHEREOF, we hereunto affix the seal of the City of Woodcreek this the 24th day of **April, 2024.**

Place

City of Woodcreek

Seal HERE

Jeff Rasco, Mayor



Suzanne Mac Kenzie, Witness

**Mayoral, Staff or City Council Member
Agenda Item Submission**

DATE:	4/15/2024
TO:	City of Woodcreek City Council Members
FROM:	Kevin Rule, City Manager
TITLE / SUBJECT of REQUESTED AGENDA ITEM: (Re-Typed From Below)	Presentation by Freeland Turk Engineering Group, L.L.C. On City Infrastructure Projects. (Rule) a) Drainage, b) Stop Signs, c) Speed Cushions, d) Guardrail at Creekside Park, e) Driveway Transitions

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Presentation by

Freeland Turk Engineering Group, L.L.C. On City Infrastructure Projects.

BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM: (3-4 sentences, max):

Freeland Turk is providing an update on the City's Infrastructure Projects.

STATE YOUR INTENDED MOTION:

"I move..... (Copy Text From First Table Field)

N/A

FISCAL IMPACT:

N / A

LIST ATTACHMENTS: (In the Order that you want them under your Agenda Item)

1. Cover
2. RULE – FTE Brookhollow.Westwood Drainage Concept Sketch
3. RULE – FTE Speed Cushions
4. RULE – FTE Stop Signs
5. RULE – FTE Guardrail Modification Concept Sketch
6. RULE – FTE Driveway Paving Sketch

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

D:\Mar 28, 2024, 2:44pm User ID: jtw
File: Z:\ENG - PROD\154 - City of Woodcreek\General Information_CAD\Woodcreek Exhibit TIN.dwg



Drainage Bypass
System
(Box Culvert)

Westwood Dr.

Brookhollow Dr.

City of Woodcreek
Brookhollow Dr. - Westwood Dr.
Drainage Bypass System
Conceptual Sketch

JOB:	XX
DATE:	3-28-24
DRAWN:	XX
DESIGN:	DM
PEER:	OTHER:

REVISIONS:	
DELTA	DESCRIPTION

THIS DOCUMENT IS
RELEASED FOR THE
PURPOSE OF REVIEW ONLY
BY THOMAS N. TURK, P.E.
LICENSE NO. 63124
March 28, 2024
THIS DOCUMENT IS NOT TO
BE USED FOR
CONSTRUCTION BIDDING,
OR PERMITTING PURPOSES

March 27, 2024

Kevin Rule
City Manager
City of Woodcreek
41 Champions Circle
Woodcreek, Texas 78676

RE: Traffic Schedule Ordinance Review

Dear Mr. Rule:

Freeland Turk has reviewed the attached Traffic Schedule Ordinance, which calls for the placement, installation, and erection of traffic control signs and devices throughout the City of Woodcreek. We concur with traffic control sign installations listed in this ordinance, except for the locations discussed below.

Brookhollow Dr. – Augusta – Jack Miller Dr. Intersections

The ordinance calls for a stop sign at the northwest approach to the Brookhollow Dr. and Augusta Dr. three-way intersection. The ordinance also calls for a stop sign at the southeast approach to the Brookhollow Dr. and Jack Miller Dr. three-way intersection.

Based on the guidance provided in the Texas Manual on Uniform Traffic Control Devices (TMUTCD), we recommend against the installation of stop signs at these two locations for the following reasons:

- The observed combined volume of vehicles, bicycles, and pedestrians is low.
- The approach angles to the intersections are 90 or near 90 degrees.
- The approach speed limits are low (25 mph).
- The sight distance available at each approach is good, with no notable obstructions.
- There are no potential conflicts with established pedestrian crossing or school walking route.
- Stop signs should be placed on opposing approaches to an intersection, creating a multi-way (all) stop condition at two intersections, approximately 200' apart. Given the low combined volume of vehicles, bicycles, and pedestrians, these intersections do not meet the guidance criteria for multi-way stop intersections.

Woodcreek Drive – Pro Lane – Brookhollow Dr. Intersections

Stop signs exist on all three approaches to these intersections, making them multi-way (all-stop) intersections. Based on our observations, these intersections probably do not meet guidance criteria for multi-way stop applications (see below).

- Installation of multi-way stop control should be based on an engineering study. Freeland Turk is not aware of any prior engineering study for these intersections.
- Multi-way stop control can be used as an interim measure to accommodate traffic control signals, which do not apply at these intersections.
- Multi-way stop intersections should be considered if 5 or more reported crashes in a 12-month period. Freeland Turk is not aware of any crashes that have been reported at this location.
- Multi-way stop intersections should be considered if the vehicular traffic entering them averages at least 300 v/hr for 8 hours on an average day. Based on our observations, the traffic volume at these intersections is probably below the averages cited in this criteria.
- Multi-way stop intersections should be considered if combined vehicular, pedestrian, and bicycle volume averages at least 200 units for the same hours. Based on our observations, the combined vehicular, pedestrian, and bicycle traffic volume at these intersections is probably below the averages cited in this criteria.

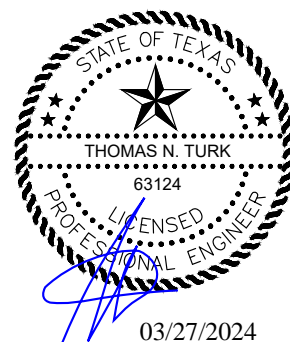
The stop signs on the Woodcreek Dr. approaches at these two intersections may be considered for removal.

Don't hesitate to contact us with any questions or comments about this letter report.

Sincerely,

Thomas N. Turk, P.E.
Principal

Attachment: Traffic Schedule Ordinance



ORDINANCE NO. _____

CITY OF WOODCREEK, TEXAS

AMENDMENT TO CHAPTER 70 OF THE CODE OF ORDINANCES TRAFFIC SCHEDULES ORDINANCE

AN ORDINANCE AMENDING THE CITY OF WOODCREEK CODE OF ORDINANCES AT TITLE VII ("TRAFFIC CODE"), CHAPTER 70 ("TRAFFIC SCHEDULES"), SCHEDULE II ("STOP AND YIELD INTERSECTIONS"); PROVIDING FOR ENACTMENT, REPEALER, SEVERABILITY, CODIFICATION, AND EFFECTIVE DATE, AND FINDING PROPER NOTICE AND MEETING.

WHEREAS, pursuant to Texas Local Government Code Section 311.002, a municipality has exclusive control over highways, streets and alleys of the municipality and may regulate a street; and

WHEREAS, pursuant to Texas Transportation Code 544.002, municipalities have the authority to place and maintain traffic control devices on streets under their jurisdiction; and

WHEREAS, the City Council finds that controlling and managing the flow of traffic on its major through streets protects the welfare and safety of its citizens and their personal property and that this regulatory behavior is for good government and order of the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Woodcreek:

1. FINDINGS OF FACT

The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

2. ENACTMENT

Chapter 70 ("TRAFFIC SCHEDULES") of the Code of Ordinances of the City of Woodcreek is amended at Schedule II.-Stop and Yield Intersections so as to read in accordance with Attachment A, which are attached hereto and incorporated into this Ordinance for all intents and purposes.

3. REPEALER

All ordinances, resolutions, or parts thereof, that are in conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated, herein.

4. SEVERABILITY

Should any of the clauses, sentences, paragraphs, sections or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

5. CODIFICATION

The City Secretary is hereby authorized and directed to record and publish the language of Title VII, Chapter 70, Schedule II as amended by this Ordinance, in the City's Code of Ordinances.

6. EFFECTIVE DATE

This Ordinance shall be effective immediately upon its passage and the publication of caption of this ordinance as provided by law.

7. PROPER NOTICE & MEETING

It is hereby officially found and determined that the meeting at which this Ordinance was passed was attended by a quorum of the City Council, was open to the public, and that public notice of the time, place and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. 27

PASSED & APPROVED this, the ____ day of April 2023, by a vote of ____ (ayes) to ____ (nays) and ____ (abstentions) of the City Council of Woodcreek, Texas.

Jeff Rasco, Mayor

Suzanne Mac Kenzie, City Secretary

Attachment "A"

City of Woodcreek

CODE OF ORDINANCES

TITLE VII: TRAFFIC SCHEDULES

SCHEDULE II. - STOP AND YIELD INTERSECTIONS

(A) Traffic-control signs and devices. The City Council hereby orders and directs that the traffic-control signs hereinafter set forth herein be placed, installed and erected at the locations designated, and that such sign and device be hereafter maintained and enforced by the City:

<i>Sign</i>	<i>Location of Sign</i>	<i>Street and Traffic Controlled</i>
Stop	2 on Augusta Lane, north and south, at Augusta Drive	Controls Augusta Lane at both ends
Stop	Augusta Drive at Brookhollow Drive	Controls Augusta Drive (south intersection)
Stop	2 1 on Brookhollow Drive, going northwest and southeast, at Augusta Drive	Controls Brookhollow at the south intersection of Augusta Drive and Jack Miller
Stop	1 on Brookhollow Drive, going southeast, Jack Miller	Controls Brookhollow at the south intersection of Augusta Drive and Jack Miller
Stop	2 on Brookhollow Drive at Woodcreek Drive, going northeast and at Brookhollow for going southwest	Controls Brookhollow Drive
Stop	Brookhollow Drive at Par Circle	Controls Par Circle
Stop	Brookhollow Drive at Augusta Drive	Controls Brookhollow Drive (north intersection)
Keep Right	Island at 66 Brookhollow Drive	Controls Brookhollow Drive southbound traffic
Stop	Brookmeadow Drive at RR 12	Controls Brookmeadow Drive
Stop	Brookmeadow Drive at Elmbrook Drive	Controls Elmbrook Drive
Stop	Brookmeadow Drive at Augusta Drive	Controls Brookmeadow Drive
Stop	2 on Brookside Drive, north and south, at Brookmeadow Drive	Controls Brookside Drive
Stop	Canyon Creek Drive at Champions Circle	Controls Canyon Creek Drive
Stop	2 on Champions Circle, east and west, at Woodcreek Drive	Controls Champions Circle at both intersections

Stop	Champions Court at Champions Circle	Controls Champions Court
Stop	Country Lane at Brookhollow Drive	Controls Country Lane
Stop	Cypress Point Drive at Woodcreek Drive	Controls Cypress Point Drive
Yield	Cypress Point Drive at Cypress Point private alley, across from southwest corner of Lot 57	Controls private alley
Stop	Cypress Point Drive at Cypress Point Drive, northeast corner of Lot 59	Controls Cypress Point Drive
Stop	Cypress Point Drive at Cypress Point private alley, northeast corner of common area adjacent to Lot 43	Controls private alley
Stop	Cypress Point Drive at Cypress Point private alley, across from southwest corner of Lot 41	Controls private alley
Stop	Deerfield Drive at Woodcreek Drive	Controls Deerfield Drive
Stop	Doolittle Drive at Wildwood Circle	Controls Doolittle Drive
Stop	East Villa Meadow Drive at Brookmeadow Drive	Controls East Villa Meadow Drive
Stop	Jack Miller Drive at Doolittle Drive	Controls Jack Miller Drive
Stop	Jack Miller Drive at Brookhollow Drive	Controls Jack Miller Drive
Stop	LaRocca Lane, back exit at Jacobs Well Road	Controls LaRocca Lane
Stop	LaRocca Lane, back entrance at Augusta Drive	Controls LaRocca Lane
Stop	Overbrook Court at Brookhollow Drive	Controls Overbrook Court
Stop	Overlook Circle at Champions Circle	Controls Overlook Circle
Stop	Overlook Court at Palmer Lane	Controls Overlook Court
Stop	Palmer Lane, a circle, on west side at Champions Circle	Controls Palmer Lane
Stop	Palmer Lane, the east side of a circle, at Champions Circle	Controls Palmer Lane
Stop	Par View Drive at Woodcreek Drive	Controls Par View Drive
Keep Right	Island on Par View Drive	Controls Par View Drive southbound traffic

Stop	Pro Lane at Woodcreek Drive (3-way stop)	Controls Pro Lane
Stop	2 on Shady Grove Lane, north and south, at Brookmeadow Drive	Controls Shady Grove Lane
Stop	Stonehouse Circle at Woodcreek Drive	Controls Stonehouse Circle
Stop	Tremont Trace at Champions Circle	Controls Tremont Trace
Stop	Westwood Drive at Pebblebrook Lane	Controls Westwood Drive
Stop	Westwood Drive at Brookhollow Drive	Controls Westwood Drive
Stop	Wilson Circle at Palmer Lane	Controls Wilson Circle
Stop	2 on Woodcreek Drive at Brookhollow Drive, going northeast and southwest on Woodcreek Drive	Controls Woodcreek Drive
Stop	Woodcreek Drive at RR 12	Controls Woodcreek Drive
Stop	Woodcreek Drive going west at Pro Lane (3-way stop)	Controls Woodcreek Drive
Stop	Woodcreek Drive going east at Pro Lane (3-way stop)	Controls Woodcreek Drive
Traffic signal	Woodcreek Drive at RR 12	Controls Woodcreek Drive

(B) Violations and penalties. It is a violation of this schedule to enter a location controlled by a stop or yield sign from a street controlled by a stop or yield sign without stopping or yielding right-of-way as required. Any person, who tampers with, alters, removes, destroys or covers or hinders the visibility of any traffic-control device of the City in a manner which is inconsistent with its use as a traffic-control device violates this schedule. This schedule shall also apply to the taping of signs on the post portion of the stop or yield sign that does not hinder or affect the visibility of the sign itself or the intersection. Any person who violates this schedule or part thereof shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than \$1.00 and not to exceed \$200.00. Each incident of violation of this schedule shall constitute a separate offense.

(Ord. 11-159, 12-14-2011; Ord. 14-200, 9-10-2014)



April 12, 2024

Kevin Rule
 City Manager
 City of Woodcreek
 41 Champions Circle
 Woodcreek, Texas 78676

RE: Traffic Calming

Dear Mr. Rule:

As requested, Freeland Turk has reviewed the Proposed Plan for the Purchase and Placement of Semi-Permanent Speed Cushions to Address Traffic Calming on Residential Streets. The plan recommends installing traffic calming devices in phases throughout the City of Woodcreek. This letter report only addresses the high-priority (red phase) locations on the Placement Map.

The City of Woodcreek does not currently have a traffic calming policy. Therefore, Freeland Turk reviewed traffic calming policies from the Cities of Dripping Springs, Buda, and San Marcos to establish regional practices for evaluating Woodcreek's recommendations. The proposed placement of speed cushions appears to meet regionally acceptable practices. Therefore, Freeland Turk has no objections to installing traffic cushions at the high-priority locations on the Placement Map. Please refer to the attachment.

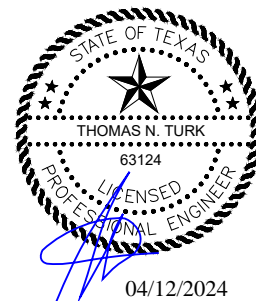
However, we suggest the City of Woodcreek install digital speed indicator signs at the proposed locations before installing the traffic cushions. These sign types have proven traffic-calming qualities and may be more acceptable to the traveling public. Once installed, vehicle speeds in these locations should be monitored for traffic calming effectiveness. The traffic cushions should be installed only if the impact of the speed signs is unsatisfactory.

Should you have any comments or questions regarding the contents of this letter, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'T. Turk', is written over the word 'Sincerely,'.

Thomas N. Turk, P.E.
 Principal

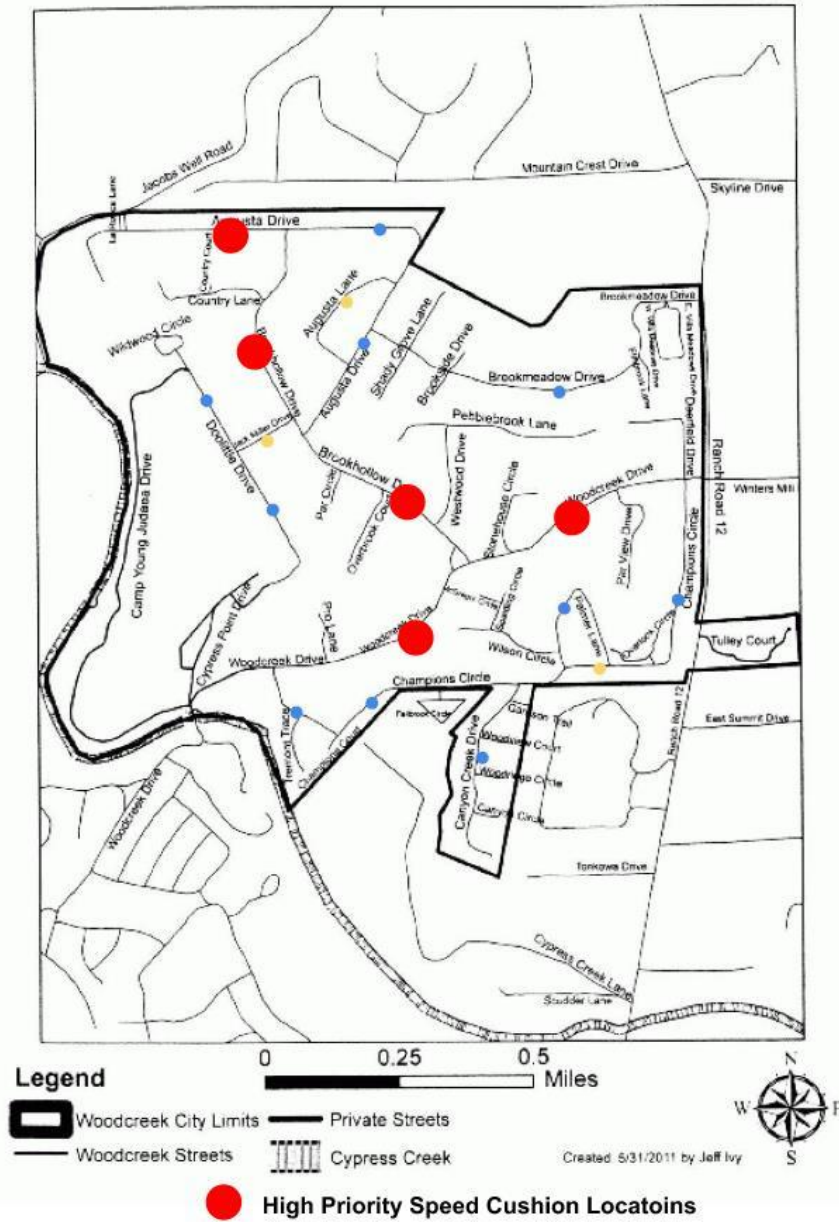


04/12/2024

Attachment: Placement Map

Placement Map:

City of Woodcreek Street Map

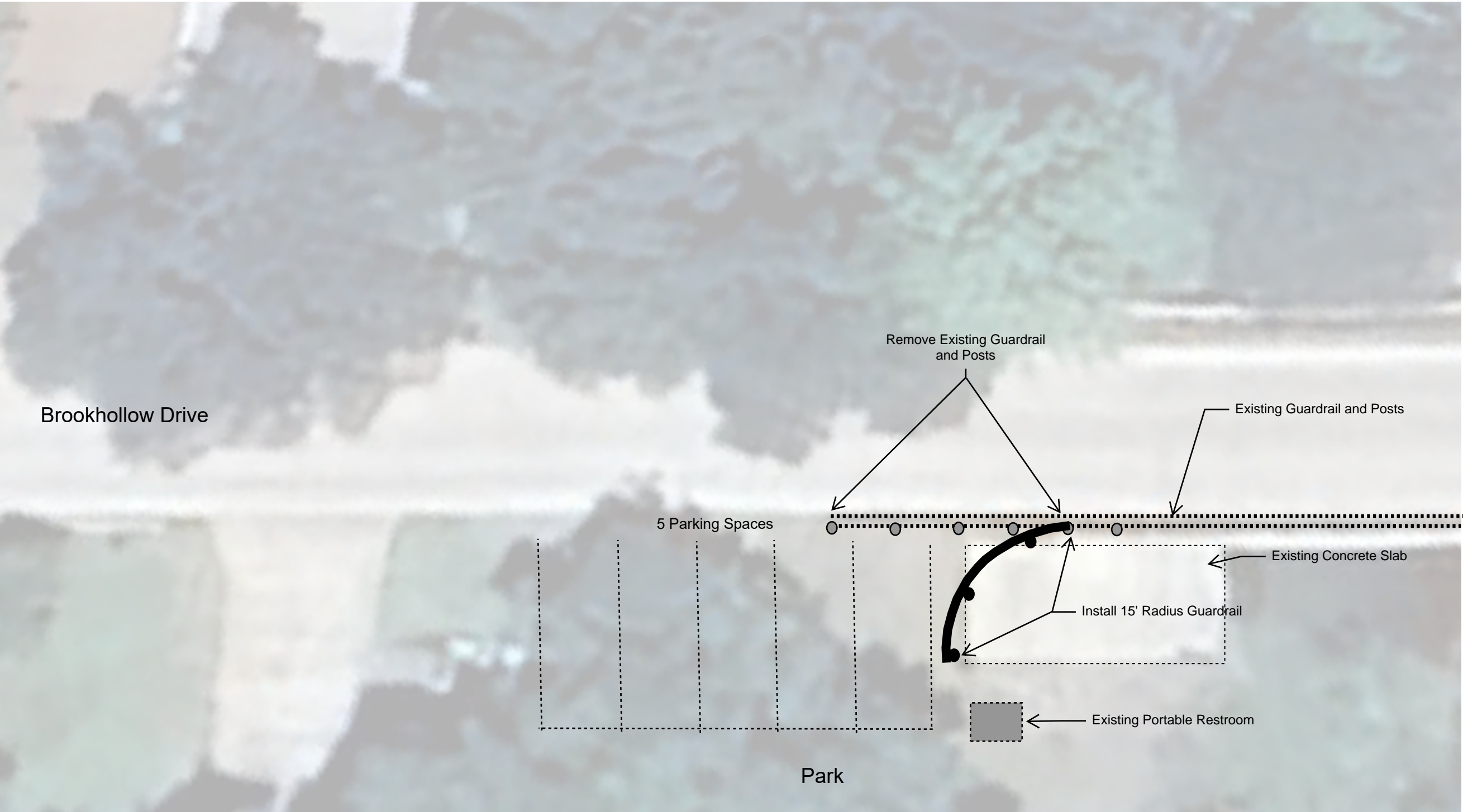


MAP NOTE: Exact and final locations on bumps NOT determined by this draft map. Additional on-site review and data collection is needed for setting final placement. There are 1320ft in a quarter mile. This distance of 1/4th of a mile was used in the map to space proposed bumps from other stops or land features that naturally slow speed. Other natural traffic calming land features were also considered.

This document is released for the purpose of review only by Thomas N. Turk, P.E. (License No. 63124) April 17, 2024. This document is not to be used for permitting, bidding, or construction purposes.



Scale = 1" to 15'



Item 6.

FreelandTurk

ENGINEERING GROUP

172 CREEKSIDE PARK ROAD, SUITE 115
SPRING BRANCH, TX 78070
TBPE FIRM F-21047

F

City of Woodcreek

Brookhollow Drive Guardrail Modification

Concept Sketch

JOB:

DATE: 4-17-24

DRAWN:

DESIGN: PM:

REVISIONS:

DELTA	DESCRIPTION

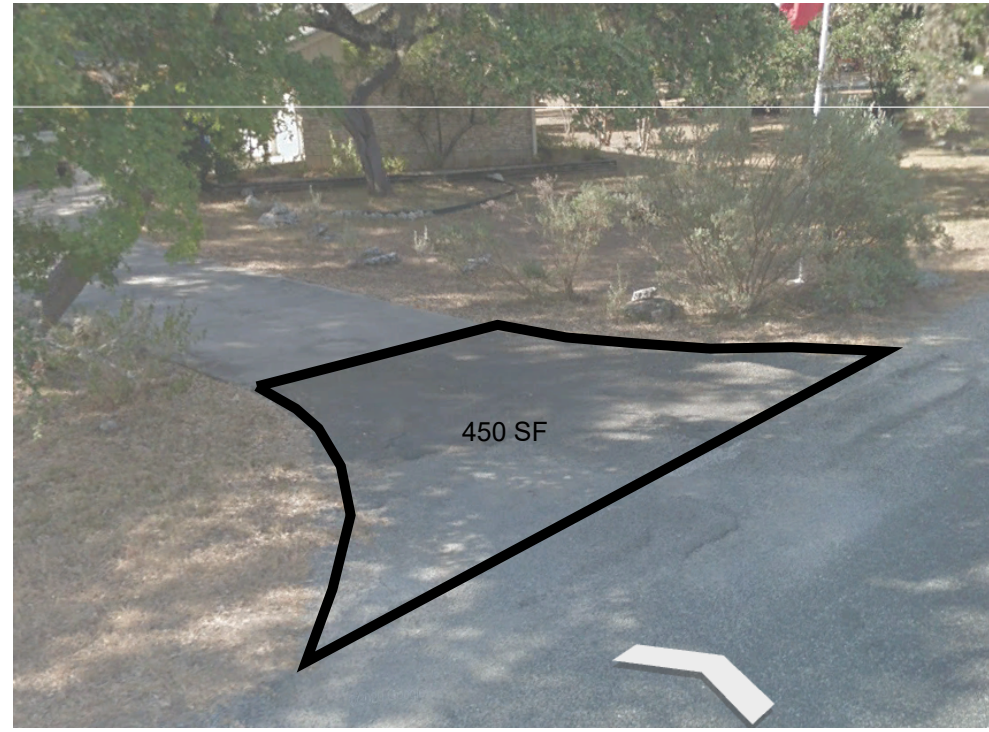
SHEET:

1

31



17 Tremont Trce



100 Augusta Drive



19 Brookmeadow Drive (West)



**73 Augusta Drive
(Brookhollow Driveway)**



23 Shady Grove Lane



19 Brookmeadow Drive (East)

Note:

1. Contractor shall remove 2" of driveway material (asphalt and base) and remove from the site.
2. The Contractor shall replace existing asphalt with 2" of HMAC (TxDOT Spec Item 340)
3. The Contractor shall match existing grades of existing asphalt in areas being repaved.

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**Mayoral, Staff or City Council Member
Agenda Item Submission**

DATE:	4/1/2024
TO:	City of Woodcreek City Council Members
FROM:	Jeff Rasco, Mayor
TITLE / SUBJECT of REQUESTED AGENDA ITEM: (Re-Typed From Below)	Discuss and Take Appropriate Action To Nominate and Appoint Two(2) Regular Full-Term Members To The Planning and Zoning Commission, Under Ordinance 24-330, Including But Not Limited To, Amending The Membership of The Planning and Zoning Commission.

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Discuss and Take Appropriate Action

To Nominate and Appoint Two(2) Regular Full-Term Members To The Planning and Zoning Commission, Under Ordinance 24-330, Including But Not Limited To, Amending The Membership of The Planning and Zoning Commission.

BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM: (3-4 sentences, max):

Council amended Ordinance 22-305, Amending Title III, Chapter 30 Officials, Employees and Organizations – At Certain Sections in February 2024. This agenda item fulfills the change in membership in Ordinance 24-330 for the Commission.

STATE YOUR INTENDED MOTION:

"I move..... (Copy Text From First Table Field)

To Nominate (insert name) as a Regular Full-Term Member To The Planning and Zoning Commission, Under Ordinance 24-330, Including But Not Limited To, Amending The Membership of The Planning and Zoning Commission.

FISCAL IMPACT:

N / A

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

**Mayoral, Staff or City Council Member
Agenda Item Submission**

LIST ATTACHMENTS: (In the Order that you want them under your Agenda Item)

1. Cover
2. Applications

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

Application for Appointment to A Volunteer Citizen Group



Item 7.

Name:

Karen Duncan

Property Address:

Mailing Address:

Telephone Number(s):

Home:

Cell:

Email Address:

1. Do you want your phone number(s)/email address released in a Public Information Request? YES

!!!NO

Committee(s) of Interest (Select All That Apply)

NOTE: Groups listed below are Advisory and submit reports and/or recommendations, as needed, to the City Council, per state and federal laws and City Ordinances.

Infrastructure and Mobility Panel

Tree Board

Planning and Zoning Commission

Ordinance Review Committee

Parks and Recreation Board

City Hall Areas of Interest (Select All That Apply)

NOTE: Volunteers would work with City Staff to complete projects on an "as needed" basis.

City Staff Mailouts (Indoors)

City Information Distribution Projects (Outdoors)

City Clean-Up Projects (Outdoors)

City's 4th Decennial Celebration (Hybrid)

2. Length of Time as a Texas Resident: many

Length of Time as a Woodcreek Resident: 11 yrs.

3. Have you previously served on any City of Woodcreek Boards, Commissions, Committees or Panels?

YES

NO

If "YES", please list capacity and term.

Development 2019, Ordinance Review 2023-24

Describe any qualifications, credentials or special interests that relate to your possible appointment.

Served on Ad-Hoc review of possible revisions to 154, 155, 156, 157 & 158 from K. Treeze
Able to review in depth ordinances from citizen perspective

4. Do you, or your employer, have any business or other dealings with the City of Woodcreek which may create a conflict of interest upon your appointment? YES NO

If "YES", please explain.

Signature

Date

The City of Woodcreek

IN THE MIDST OF THE TEXAS HILL COUNTRY

Application for Appointment to A Volunteer Citizen Group

Name: James Miller

Property Address: [REDACTED]

Mailing Address: [REDACTED]

Telephone Number(s): Home: [REDACTED] Cell: Same

Email Address: [REDACTED]

1. Do you want your phone number(s)/email address released in a Public Information Request? YES ☐ NO ☒

Committee(s) of Interest (Select All That Apply)

NOTE: Groups listed below are Advisory and submit reports and/or recommendations, as needed, to the City Council, per state and federal laws and City Ordinances.

- | | |
|--|---|
| <input type="checkbox"/> Infrastructure and Mobility Panel | <input type="checkbox"/> Tree Board |
| <input checked="" type="checkbox"/> Planning and Zoning Commission | <input type="checkbox"/> Ordinance Review Committee |
| <input type="checkbox"/> Parks and Recreation Board | |

City Hall Areas of Interest (Select All That Apply)

NOTE: Volunteers would work with City Staff to complete projects on an "as needed" basis.

- | | |
|--|--|
| <input type="checkbox"/> City Staff Mailouts (Indoors) | <input type="checkbox"/> City Information Distribution Projects (Outdoors) |
| <input type="checkbox"/> City Clean-Up Projects (Outdoors) | <input type="checkbox"/> City's 4th Decennial Celebration (Hybrid) |

2. Length of Time as a Texas Resident: 58 yr Length of Time as a Woodcreek Resident: 32 yr

3. Have you previously served on any City of Woodcreek Boards, Commissions, Committees or Panels?

YES ☒ NO ☐ If "YES", please list capacity and term.

Ordinance Review Committee/Chair/Currently serving

Describe any qualifications, credentials or special interests that relate to your possible appointment.
Problem solver and a firm believer in a citizen's right to govern themselves

4. Do you, or your employer, have any business or other dealings with the City of Woodcreek which may create a conflict of interest upon your appointment? YES ☐ NO ☒

If "YES", please explain. _____

Signature

Date

**Mayoral, Staff or City Council Member
Agenda Item Submission**

DATE:	4/15/2024
TO:	City of Woodcreek City Council Members
FROM:	Jeff Rasco, Mayor
TITLE / SUBJECT of REQUESTED AGENDA ITEM: (Re-Typed From Below)	Referring to the Planning and Zoning Commission the zoning of the Triangle area as city parkland

TITLE / SUBJECT of REQUESTED AGENDA ITEM:

Discuss and Take Appropriate Action

Referring to the Planning and Zoning Commission the zoning of the Triangle area as city parkland

BRIEF SUMMARY / BACKGROUND of REQUESTED AGENDA ITEM: (3-4 sentences, max):

The Triangle has long been referred to as a park, but is not officially designated as such. We can finally get this cleared up.

STATE YOUR INTENDED MOTION:

"I move..... (Copy Text From First Table Field)

That the Woodcreek City Council refer to the Planning and Zoning Commission the zoning of the Triangle area as city parkland

FISCAL IMPACT:

Click HERE To Select A Drop-Down Option

none

LIST ATTACHMENTS: (In the Order that you want them under your Agenda Item)

1.

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney

**Mayoral, Staff or City Council Member
Agenda Item Submission**

PREPARED BY: Suzanne J. Mac Kenzie, City Secretary

Reviewed by: City Manager, Mayor, Mayor Pro Tem, and City Attorney
